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CFS G/L MONTH-END CLOSING SCHEDULE

JANUARY 2005 – Revised 1/24/05

CLARIFICATION of this Closing Information & WHAT is actually closing:

- The CAMS system is **NOT** “going down” & “restricting” users from access. This memo refers to the CFS General Ledger period (the CFS G/L Month) that is no longer open & available for module transaction activity to hit *that particular G/L period*.
 - Module transaction activity can be processed after a specific G/L period is closed; the transaction activity will post to the next G/L period/month. Quarterly & Year-end, this schedule is extremely important for transactions to post to the current G/L period.

TIER “ONE” CFS Module Closing

The following modules, “Tier ONE”, will be placed in “PRELIMINARY” close (Modules will be placed “FINAL” close on 5th workday of the following month) for the **January 2005 General Ledger** (**CLOSED** **for JANUARY 2005 activity**):

BE – Budget Execution

NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.

PR – Purchase Requisitions (Commitments)

PO – Purchase Orders (Obligations)

AP – Accounts Payable

On **SUNDAY, January 30, 2005, at 10:00 AM EST.**

After 10:00 AM EST, the modules mentioned above, “Tier ONE,” may begin working on February 2005 transactions; GL End Date ‘31-JAN-2005’ will no longer be available for input.

TIER “TWO” CFS Module Closing

The following modules, “Tier TWO”, will be placed in “PRELIMINARY” close (Modules will be placed “FINAL” close on 5th workday of the following month) for the **January 2005 General Ledger** (**CLOSED** **for JANUARY 2005 activity**):

AR – Accounts Receivable (Reimbursable WIP Process included in AR module)

The Reimbursable WIP process will not be run for the January 2005 GL period.

On **SUNDAY, January 30, 2005, at 10:00 AM EST.**

After 10:00 AM EST, the modules mentioned above, “Tier TWO,” may begin working on February 2005 transactions; GL End Date ‘31-JAN-2005’ will no longer be available for input.

TIER “THREE” CFS Module Closing

The following modules, “Tier THREE”, will be placed in “PRELIMINARY” close (Modules will be placed “FINAL” close on 5th workday of the following month) for the **January 2005 General Ledger** (**CLOSED** **for JANUARY 2005 activity**):

ALLOC – Cost Accumulation/Allocation

The Cost Accumulation Over/Under (CA O/U) process will be kicked off @ 10:05 am EST on Sunday, January 30th & is expected to take from 5-7 hours to complete.

GJ – General Journal

GL – General Ledger

On **SUNDAY, January 30, 2005, at “Time to Be Determined” EST (Estimated, depending on CA O/U process & other month-end activities completion).**

NOTE: Between 10:00 AM EST on Sunday, January 30th until the January G/L Month is closed, the modules mentioned above, “Tier THREE,” should **NOT** enter ANY transactions while January 2005 is still open. **ONLY after** January 2005 is closed may “Tier THREE” modules mentioned above begin working on February 2005 transactions.

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SPECIAL INSTRUCTIONS:

- **Summary Level Transfer (SLT) & Labor Processing (GJs & Cost Adjustments):**
 - Please do **NOT** approve **ANY** SLTs or Labor Transactions **after COB, Thursday, January 27th until after the January 2005 G/L Period is closed.** Any approved SLTs after this cutoff will not hit the current GL period, but will hit a future GL period.
 - These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.
- **CA Surcharges:**
 - Please have the CA Surcharges processed **prior to the “Tier ONE”** closing.

NOTE #1: DISBURSEMENT PROCESS (PM102, PM103, PM206) will not run the last three business days of the month prior to the closing date of the AP module.

NOTE #2: DATA WAREHOUSE reports &/or CFS Production reports will NOT have complete month-end data until the morning after month-end closing of the last Tier for CFS modules. Clientservices will email all DW users of complete month-end data availability in the DW.

Please pass this information along to end users in your area or any others you think may be interested.